



# SUMTER CITY-COUNTY PLANNING COMMISSION

POST OFFICE BOX 1449  
SUMTER, SC 29151

21 NORTH MAIN STREET  
(803) 436-2516



## SIGN PERMIT APPLICATION

**Permit Number** \_\_\_\_\_ **Jurisdiction** ☐ City ☐ County

**Applicant** \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

**Applicant's Address** \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Owner** \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

**Owner's Address** \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Contractor** \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

**Contractor's Address** \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Contractor's License Number** \_\_\_\_\_ **Estimated Cost** \$ \_\_\_\_\_

**Square Feet of Sign** \_\_\_\_\_ **Property Address** \_\_\_\_\_

**Tax Map** \_\_\_\_\_ **Front Wall Dimensions (Width & Height)** \_\_\_\_\_

**Linear Ft. of Property Frontage** \_\_\_\_\_ **Building Square Footage** \_\_\_\_\_

**Illuminated** ☐ Yes ☐ No ☐ Illuminated Electrical Permit Application Required  
☐ Existing

**Existing Signs** **Number** \_\_\_\_\_ **Type** \_\_\_\_\_ **Size** \_\_\_\_\_

**Nature of Work** ☐ Change Face of Sign Only ☐ Alterations ☐ Repair ☐ New Construction

**Type of Sign** ☐ Free-Standing (On-Premise Business ID) ☐ Wall or Flat ☐ Roof ☐ Projecting  
☐ Free-Standing (Billboard) ☐ Awning ☐ Marquee ☐ Other

**Construction Type** ☐ Wood Frame ☐ Steel Frame ☐ Brick ☐ Block ☐ Other

**Does this sign have flashing lights/changes, messages, etc.?** ☐ Yes ☐ No

**Note:** ✓ On-premise, free-standing business identification signs shall not exceed 30 feet in height.  
✓ Off-premise, free-standing signs shall not exceed 35 feet in height (100 feet within 600 feet of I-95)  
or be located closer than 10 feet to any property line.

**Note:** The Acceptance of this application for review and the payment of fees does not constitute the approval of this application. Approval is granted only upon the receipt of a permit. **THIS APPLICATION IS NOT A PERMIT.**  
The above statements and accompanying material are complete and accurate

Print Name

Signature

Date

**OFFICE USE ONLY:**

<b>Permit Fee</b> _____		<b>Zoning District</b> _____	
<b>Tax Map Number</b> _____		<b>SIC Code</b> _____	
<b>Minimum Setbacks</b>	Front _____	Rear _____	
	Side (E) _____	Side (I) _____	
	Street Right-of Way _____		
<b>Flood Hazard Area</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Base Flood Elevation _____		
<b>Overlay District</b>	<input type="checkbox"/> Hampton Park/CBD <input type="checkbox"/> None		
<b>Cross Street Info.</b>	Between _____	and _____	Street
<b>Zoning Compliance Checklist:</b>			
<b>Meets Minimum Setbacks Required</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Within Maximum Size Allowed:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Within Maximum Height Allowed</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Meets Visual Clearance Required</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Sign Illumination</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>(If Yes)</b>	<input type="checkbox"/> Adequate	<input type="checkbox"/> Inadequate	
<b>Electrical Connection</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>(If Yes)</b>	<input type="checkbox"/> Adequate	<input type="checkbox"/> Inadequate	
<b>Landscaping Required</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>(If Yes)</b>	<input type="checkbox"/> Adequate	<input type="checkbox"/> Inadequate	
<b>Comments</b>	_____		
<b>Planning Official:</b>	_____	<b>Building Official:</b>	_____

**Drawing of Sign**

(Include Height and Dimensions, Foundation Drawings, or Footing Dimensions of Sign)